



TO LOT LINE ADJUSTMENT APPLICANTS:

The City's approval of a Lot Line Adjustment (where land is taken from one parcel and added to another) DOES NOT change ownership of the land. It only approves the changing of the position of a lot line, and certifies that the new lot size or shape created meets City codes.

An approved Lot Line Adjustment must be followed up by the involved property owners by the execution of a Grant Deed, where one owner deeds a portion of one of the lots to the other owner. The legal descriptions in such a Deed must conform to the legal description in the approved Lot Line Adjustment.

Please note that not all Lot Line Adjustments are approved. If the adjustment will create substandard lot widths or lot sizes, or if it will create unacceptable building setbacks or other problems, it may be rejected.

Applicants are strongly urged not to execute any Grant Deed to adjust the parcels until after the Lot Line Adjustment is officially approved by the City.

Where development is taking place on lots involved in a Lot Line Adjustment, the property owner is strongly urged not to execute or record any deed for the sale of any parcel until after the Lot Line Adjustment is officially approved by the City.

For assistance in the preparation of Grant Deeds, applicants are suggested to contact a licensed civil engineer or surveyor, an escrow company, title company, attorney, or other capable and experienced professional.

If there are any questions, please contact the City Engineer's office, at (760) 770-0349.



FEE: \$210 PER LOT LINE

CITY OF CATHEDRAL CITY

APPLICATION FOR LOT LINE ADJUSTMENT

GENERAL INFORMATION

A minor lot line adjustment or merger of parcels may be approved by the City if the following conditions are met:

1. The adjustment involves adjoining, contiguous parcels.
2. No new parcels or lots are created.
3. None of the resultant parcels are reduced below minimum standards for the zone in which they are located.
4. In the case of a lot merger, all parcels involved **MUST BE** under IDENTICAL LEGAL OWNERSHIP.
5. If the adjustment/merger is within a City assessment district and the parcel(s) has an unpaid assessment, the law requires that the unpaid assessment be apportioned (distributed proportionately) to the new adjusted/merged parcel(s). If so, an Apportionment Application must be executed by the record owners of the land involved, and a processing fee paid, prior to City review and completion of the adjustment/merger process.

SUBMITTAL PROCEDURE CHECKLIST

- ☐ Submit application form, fully filled out, signed and notarized by all record owners.
- ☐ Provide a copy of Assessor Map page showing lots to be adjusted with assessor parcel numbers.
- ☐ Provide metes and bounds legal description (lengths and bearings of boundary lines) of the parcels as adjusted or as merged.
- ☐ Provide the calculated area of each lot or parcel as adjusted, to the nearest one-tenth of a square foot.
- ☐ Provide a sketch of the parcels, clearly showing proposed location of new property lines, with necessary lengths, bearings, and dimensions (a sample sketch is attached to application package).

- ☐ To verify ownership and property description, provide a copy of latest recorded grant deed for each parcel involved, or a copy of latest title report on each parcel involved.
- ☐ Pay application fee when submitting the application package. The application will not be processed until the fee is paid.
- ☐ If assessment apportionment is involved, submit application and fees.

REVIEW PROCESS

Upon acceptance of a fully completed application, the City Engineer's staff will review the technical aspects of the application. Planning staff will review it for conformance to City zoning codes. Upon completion of these reviews, and if recommended for approval, a Certificate of Compliance will be prepared for signature by the City Planner.

Upon his approval, the Certificate of Compliance, sketch, and legal description will be sent by the City to the County Recorder's office for recordation. When the recorded Certificate is returned, it will be kept on file in the City Clerk's office.

Upon request, a copy of the recorded Certificate of Compliance will be mailed to the applicant(s).



APPLICATION FOR LOT LINE ADJUSTMENT/ MERGER

CASE NO.: _____
FEE: _____
DATE PAID: _____

APPLICANT / CONTACT PERSON:

Name: _____
Address: _____
Phone: _____

PROPERTY OWNERS:

Lot "A"

Name: _____
Address: _____
Phone: _____
Assessor Parcel No.: _____
Address: _____
Lot No./Tract: _____
Other Info: _____

Lot "B"

Name: _____
Address: _____
Phone: _____
Assessor Parcel No.: _____
Address: _____
Lot No./Tract: _____
Other Info: _____

(Use additional pages if more owners are involved or if more room is needed)

REASON/PURPOSE FOR LOT LINE ADJUSTMENT/MERGER:

AUTHORIZATION:

I (we) certify that I am (we are) the record owner(s) of the properties described in this application, that the information contained herein is true and correct to the best of my (our) knowledge, and that I (we) consent to the lot line adjustment/merger as described herein.

Owner "A"**Owner "B"**

Date: _____

Date: _____

Note: Signatures of Owners must be properly notarized, with a proper Notary Acknowledgement form attached.

If an agent or other representative of the property owner executes this application, a copy of the Power of Attorney authorizing such action must be attached.

Please attach all required backup information for a complete application.

If more than two (2) parcels, attach additional sheet with owners signature.

STREET NAME

SHOW STREET NAME

N 89°55'30" E

40'

INDICATE CHANGED
DIMENSIONS

(75.00')
70.00'

(75.00')
80.00'

5.00'

LOT LINE TO
BE REMOVED

(133.07')
N 0°1'45" E

LOT 100
TRACT 12345-6
APN: 123-456-789

133.07

N 0°1'45" E

LOT 101
TRACT 12345-6
APN: 123-456-790

(133.06')
N 0°1'45" E

PROP. LOT LINE
AFTER ADJUSTMENT

SHOW PARCEL LINE(S)
BEFORE & AFTER
ADJUSTMENT

SHOW LEGAL DATA
FOR EACH PARCEL

70.00'
(75.00')

80.00'
(75.00')

N 89°55'10" E

SHOW LENGTHS
AND BEARINGS
PRIOR TO CHANGE



INDICATE NORTH

INDICATE DRAWING
SCALE AND DATE



City of Cathedral City
68-700 Avenida Lalo Guerrero
Cathedral City, Ca. 92234
Ph. (760) 770-0340

LOT LINE ADJUSTMENT

SAMPLE

Applicant: NAME

DIVISION of TRAFFIC & DEVELOPMENT

Scale: 1" = 30'

Date: 12/11/02

Sheet: 1 of 1 Sheets

Drawn By: KSL
Checked By: JVVJ